



## Special Event Permit Application Required Supplemental Documents by Activity

The following supplemental documents may be required to be submitted along with your Special Event Permit application based on activity.

**Route & Event Map**—a detailed aerial map of the route your event will follow and any planned use of public space, including tent/vendor placement, temporary restroom placement, participant parking and any other planned activity that will have a designated location on the property.

**Communication Plan**—a comprehensive plan detailing how communication will occur between staff members located throughout the event or on the race route.

**Emergency Plan**—a comprehensive plan detailing how event staff will response to 1) a medical emergency, and 2) a weather related emergency.

**Liability Insurance Policy**—a certificate of liability insurance listing the City of Grapevine, 200 S Main St, Grapevine, TX 76051, as a certificate holder/additionally insured. \*Policy requirements on Page 2.

**Corp of Engineers Lake Activity Permit**—Complete a CoE Lake Activity Permit if your event is intended to occur at a City of Grapevine Lake Park and:

- **WILL NOT** have a significant impact on resources or significantly restrict the intended use of the property by others
- **WILL NOT** require special exclusive use of water surface, does not involve parasails, hang gliders, parachutes, or any type of airborne craft
- **WILL NOT** require additional facilities or services such as: temporary restrooms, parking, concessions, police, fire, EMS, etc.
- **WILL NOT** generate revenue for a profit
- **WILL NOT** include the sale or distribution of alcoholic beverages
- **IS NOT** expected to draw a large number of participants and/or spectators
- **WILL NOT** involve the exchange of money, e.g. sales of goods/supplies, food, refreshments, etc.

**Corp of Engineers Special Event Permit**—complete a CoE Special Event Permit if your event is intended to occur at a City of Grapevine Lake Park and:

- **WILL** involve one or more of the above bulleted items

	Special Event Permit	Route & Event Map	Communication Plan	Emergency Plan	Liability Insurance Policy	CoE Lake Activity Permit	CoE Special Event Permit
Fishing Tournament						•	
Race/Run/Walk	•	•	•	•	•		*•
Parade	•	•	•	•			
Lake Park Event (non-race/run/walk)	•	•	•	•	*•	**•	**•
Fireworks Display	•	•	•	•	•		*•
City Park Event	•	•	•	•	*•		

\* City will advise as to whether or not this document is required.

\*\* Only one permit required, see criteria for which is applicable.

### **Liability Insurance Policy Requirements**

**Certificates of Insurance** – The permit holder shall furnish the City of Grapevine with a certificate of insurance as evidence that the policy providing the required coverage and limits of insurance are in full force and effect. The certificates of insurance shall name the City as an additional insured on the General Liability Policy as follows:

City of Grapevine  
200 S. Main Street  
Grapevine, TX 76051

Certificates of insurance for permit holder furnished insurance and notices or cancellations, terminations, or alterations of such policies shall be sent to:

*Post mail—*  
The REC of Grapevine  
Attn: Sasha Haverkamp  
1175 Municipal Way  
Grapevine, TX, 76051

*Electronically—*  
[shaverkamp@grapevinetexas.gov](mailto:shaverkamp@grapevinetexas.gov)

**Comprehensive General Liability** – This insurance shall be an "occurrence" type policy written in comprehensive form and shall protect the permit holder and the additionally insured against all claims arising from bodily injury, sickness, disease or death of any person, as well as damage to property of the City of Grapevine or others arising out of the act of omission of the permit holder or their agents or employees. The liability shall not be less than:

Each Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Products and Completed Operations Aggregate:	\$2,000,000

\*Example Certificate of Liability Insurance on Page 3.

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/19/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Example Insurance Company 1122 Example Drive Example, TX 71234	CONTACT NAME:	
		PHONE (A/C, No, Ext): 817-555-3434	FAX (A/C, No): 817-555-7878
INSURED	Example Applicant Organization 1122 Example Road Example, TX 74321	E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Example Insurance Company	NAIC # 10325
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY				10/16/2015	10/16/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY				10/16/2015	10/16/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS						
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors & Officers Liability				10/16/2015	10/16/2016	\$1,000,000 Lmt of Liab \$1,000,000 Agg Lmt \$1,000 Retention

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Example Fun Run & 5k – Meadowmere Park – February 25, 2016

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
<div style="border: 1px dashed red; padding: 5px;">           City of Grapevine            200 S. Main Street            Grapevine, TX 76051         </div>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>
<p><b>*REQUIRED*</b>            Certificate must list the City of Grapevine as a certificate holder/additional insured, as shown here, for the policy to be accepted and the event approved.</p>	<p>AUTHORIZED REPRESENTATIVE</p> <p><i>Robert A. Ferguson</i></p>

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